

**XXVI Meeting of the METREX Managing Committee, Amsterdam, Saturday 17 May 2008**

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Location            Pakhuis De Zwijger  
                          AMSTERDAM  
                          The Netherlands

**MINUTES**

**SATURDAY 17 May 9.30 – 12.00**

**Preamble**

METREX Networking meetings took place on the afternoon of Wednesday 14 May at the Meeting venue. They included discussions on the work of the Economic Expert Group, progress being made with the Representative Interregional Networking Activities (RINA) from the PolyMETREXplus project and a preliminary meeting of the EUCO2 80/50 project Steering Group. The Steering Group met again after the conclusion of the Amsterdam Meeting on the Friday afternoon. Appendix 1 contains a short summary of the Expert Group and RINA meetings.

A meeting also took place on the evening of Thursday 15 May between the Secretariat and METREX Ambassadors (Klito Gerardi, Fred de Ruiter, Jussi Vuorinen (apologies from Albert Serratos) and Alberto Leboriero (in relation to follow up possibilities from the 2006 Madrid Conference). The outcome is reflected in the METREX Agenda (Appendix 2), which includes suggestions for 3 METREX Study Visits in 2009/2010/2011 together with a possible Meeting in Athens related to EU neighbours.

**1            ATTENDANCE AND APOLOGIES**

Apologies were received from the President, the Treasurer/Auditor, and other colleagues from Helsinki, Stockholm, Athens, London and Torino. The Sederunt is attached as Appendix 5.

**2            MINUTES OF THE ZARAGOZA MEETING**

The Minutes of the Zaragoza meeting of the Managing Committee on Saturday 27 October 2007 were approved.

**3            INTERNATIONAL AFFAIRS**

**3A          European Neighbourhood Policy**

It was agreed at the Veneto (Vicenza) meeting that METREX would seek to arrange a meeting in Brussels with DG RELEX (External Relations). The intention was to invite colleagues from key metropolitan areas in the EU Neighbour States and to explore the common interests that might be progressed within the framework of the funding available through the EU Neighbourhood Policy.

This approach has not yet proved fruitful and it may be more productive to invite neighbouring metropolitan areas to a possible METREX Meeting in Athens in 2011. The Veneto (Vicenza) Meeting in 2006 included presentations by Istanbul and Alexandria. An Athens Meeting might include Kiev, Chisinau, Odessa, Rabat and Tunis.

It was agreed to explore the possibility of an Athens Meeting to include Neighbour Relations as a component of the Europe/METREX day. Discussions will continue with DG RELEX

### **3B METREX/Shanghai International Study Visit - 10-18 November 2007**

Vincent Goodstadt, Head of European Relations, participated in the Shanghai Study Visit and prepared a comprehensive Feedback Report, which can be downloaded from the METREX web site ([www.eurometrex.org](http://www.eurometrex.org)). He also gave a presentation to the Amsterdam Meeting that included the following 5 issues for further consideration.

- 1 Economic Development Policy
- 2 Social Cohesion Policy
- 3 Environmental policy/Climate Change
- 4 Implementation
- 5 Future Co-operation

Ms. Xiaocun Ruan, from the ds+v of Rotterdam City Council, was instrumental in making all the necessary contacts and arrangements in Shanghai to enable the METREX/Shanghai International Study Visit to take place last November. She has made the following suggestions for the further development of relationships with China and Shanghai.

Benefits for METREX in having further cooperation with Chinese colleagues

- Problems of lack of energy, natural resources, pollution, urban congestion
- Sustainable urban development, using new technology
- World Expo 2010 in Shanghai and Olympic Games 2008 in Beijing

What Chinese colleagues can learn from METREX

- Urban development processes, planning legal systems and laws
- Integrated regional, economic and urban development planning
- City as the identity of people and culture. How to maintain your own culture and identity and how to cope with rapid urbanisation

Some topics of interest to both Chinese colleagues and METREX members

- Sustainable urban development in relation to the climate change
- Ecological construction in building and urban design
- Regional development, social, economic and urban development
- Conservation and preservation at different scales, in urban and rural areas

Activities for the future

- Invite Chinese partners to participate in METREX Meetings/Conferences
- Organize a international conference together on the topic *Climate change, sustainable urban development and energy saving building*
- Work on a real project (or research project)

It was agreed that relationships with China and Shanghai might be progressed through METREX representation at a forthcoming Conference of the Urban Planning Society of China (UPSC) and Isocarp, from 19-13 September 2008 in Shanghai, on *Urban Growth without Sprawl* (see [www.isocarp.org](http://www.isocarp.org)). Xiaocun Ruan advised that this would present opportunities to meet national planning officials in relation to the EUCO2 80/50 project

The Secretariat, advised by Xiaocun Ruan, will invite selected Chinese colleagues to the METREX London Conference in October and these might also be contacted at the UPSC/Isocarp Shanghai Conference. It would be useful to have Chinese participation, as Observers, in the EUCO2 80/50 project

### **3C Moscow International Seminar**

The International Co-operation Programme, signed at Szczecin, has been proceeding and a first Progress Report has been produced (see the METREX web site).

Colleagues from Moscow confirmed that action on Training courses and the exchange of experience (Item 5 of the Programme) was proceeding and the Secretary General reported that the production of the interactive Data base (Items 1 and 2) was about 50% complete. The Secretary General will take action to complete the Data base as planned

## **4 EUROPEAN AFFAIRS**

### **4A Brussels Open Days**

The Managing Committee noted that there had not been sufficient interest, after 3 years of active participation, to form a METREX Conglomerate to participate in the 2008 Brussels Open Days on the theme of *Regions and cities in a challenging world*.

The Managing Committee agreed that the Secretary General should continue to facilitate the formation of a METREX Conglomerate to participate in the Brussels Open Days, if future themes are of sufficient interest to Members

### **4B METREX/Washington Conference**

Some 120 delegates attended the Washington DC Conference, held from 9-12 April 2008. Eight METREX metropolitan regions and areas attended the event and made presentations, together with 19 US metropolitan areas. The outcome was the *Declaration of Cooperation between Metropolitan Regions and Areas of the United States and Europe* (see METREX web site).

Subsequently, colleagues became aware of the *EU Transatlantic civil society dialogues EU-USA Programme*, which could enable US colleagues to participate in the EUCO2 80/50 project, if it is approved by the Interreg IVC Secretariat in September.

An Application will be made by METREX, under this Programme, to enable 21 selected US metropolitan areas to partner the 21 EU partners in the EUCO2 80/50 project and to participate in it as Observers

### **4C ESPON**

The background to the new ESPON 2007-2013 Programme was set out in detail in the Amsterdam Managing Committee Agenda Notes. Professor Cliff Hague, of the RTPI (the UK ESPON Contact Point) attended the meeting and explained the possibilities for future METREX/ESPOON cooperation and relationships under the Programme.

Professor Hague advised that the ESPON Programme offered a real opportunity for METREX to specify research topics that would be of practical use and application to it as a practitioners Network. It is possible for topics to be suggested by 3 ESPON National Contact points acting together and he offered to try to arrange this through the forthcoming ESPON Open Seminar in Slovenia from 2-3 June.

Colleagues from the Saxon Triangle and Stuttgart have been progressing an ESPON research proposal on Polycentric Governance for submission under the second round of Calls for Proposals in prospect for 2009. The first round, which closed on 22 March 2008, produced 30 proposals. Professor Hague advised that some of these would be of interest to METRE X, for example, in relation to metropolitan definition and data.

The Secretary General explained that of the 5 issues already tabled by METREX to ESPON as potential research topics (see Amsterdam Agenda Notes) the most potentially valuable one would be on Comparative expenditure and consumption. An initial scoping study might be the way forward and the Secretary General agreed to send an outline to Professor Hague for the forthcoming ESPON Slovenia meeting

#### **4D DG Regio Hearing on Territorial Cohesion at the European Level - 15 April 2008**

METREX was invited to participate in the Hearing on 15 April 2008 and made a written submission (see METREX web site). Dr. Jürgen Ludwig, of the Verband Region Stuttgart, attended and made a verbal contribution covering the following points.

- The metropolitan dimension - fact, player, partner with examples from Europe and Germany
- The Fourth Cohesion Report and its conclusions
- The ESDP, Territorial Agenda and the recent EESC and EP opinions
- Strategies on internal and external integration - METREX written contribution, the PolyMETREXplus project, German examples including Stuttgart Region

Dr. Dirk Ahner, the new Director General of DG Regio, indicated that a Green Book would be published this year, which would look at disparities and present a common understanding of territorial cohesion and related concepts.

It is understood that the French Presidency (July to December 2008) will take a particular interest in this matter and it might therefore be an issue for consideration at the METREX Paris spring 2009 Meeting.

## **5 METREX INITIATIVES AND PROJECTS**

### **5A EUCO2 80/50 project under Interreg IVC**

The EUCO2 80/50 project was duly submitted by the Lead Partner, the Metropolregion Hamburg, to the Interreg IVC Secretariat one week before the deadline of 15 January 2008. The project has 22 Partners, including METREX, representing 21 metropolitan regions and areas and a budget of €4.3m.

It is now understood that decisions on Applications will not be made until September 2008. The project had been programmed to start in July but a start date, subject to project approval, now seems more likely in October 2008. The Lead Partner, at the Amsterdam meeting of the project Steering Committee (see Preamble), undertook to prepare a revised overall project Programme to still end in December 2010 as planned (see also item 3D in relation to US metropolitan participation as Observers).

The project Inception Meeting could take place in October. The METREX autumn London Conference could also be a public launch event for the project

## **5B PolyMETREXplus**

The Lead Partner, the Generalitat de Catalunya (through the IET), has printed and distributed the output from the PolyMETREXplus project, the *Framework* for a polycentric metropolitan Europe. Copies were made be available at the Amsterdam Meeting and further copies can be obtained on request to METREX. As noted in the Preamble to these Minutes, partners are continuing to progress their RINA with some considering Applications for their more detailed development under Interreg IVB.

## **5C Expert Groups**

### **Major Infrastructure in Metropolitan Regions**

The first meeting of the Expert Group on Major Infrastructure was held in Stuttgart from 22-24 November 2006. A full Report on the meeting can be downloaded from the METREX web site together with the presentations that were made.

There will be a further meeting of the Expert Group in Berlin at a date to be arranged in 2008

## **5D Lisbon Indicators**

The Expert Group on Lisbon Indicators held a meeting, chaired by IAURIF, during the METREX Zaragoza Meeting and two Interim Reports have been published on the METREX web site. Dominique Lecomte, of IAURIF, indicated that only 2 of the 12 partners have completed the inputs agreed at the last meeting in Zaragoza. In consequence the final Report remains to be completed. The Report as it stands can be downloaded from the METREX web site.

IAURIF is willing to continue to lead of the Economic Group, through Thierry Petit, and to keep working on the Lisbon indicators at the metropolitan level.

IAURIF would also like to propose further exchange on new subjects to be defined, including the following.

- 1 Intra-metropolitan territorial economic specialization. Which indicators are suitable to evaluate their vulnerability? What are the main findings from partner areas?
- 2 Large firms Headquarters and related units. A selective re-localization movement from large firms HQ has been observed in the Paris region. Do colleagues they observe the same phenomenon, what consequences on their territories, which impact on their planning policies, especially the office real estate development policy?

It was concluded that there might be merit in holding a 1-2 day Expert Group Workshop on the issue of planning for uncertainty and decentralisation (from monocentricity to polycentricity), in Paris, with interested colleagues (see also Appendix 1).

The METREX Secretariat and IAURIF agreed to prepare a scoping paper and to invite expressions of interest from METREX Members

## **5E InterMETREX**

*After the Managing Committee meeting the InterMETREX Lead Partner, GCVSPJC, and the Project Coordinator, METREX, confirmed the outcome of steps that had been taken to recover the prospective overall financial deficit on the project. This stood at €41.34k prior to the Amsterdam Meeting but may be reduced to €7-8k if current steps are successful. The Lead Partner may have to take further action, including the legal steps provided for in Partnership Agreements, and a further small subvention of the remaining partners in the project may eventually be required.*

*The Lead Partner is also concerned at the number of partner contributions to the final Report that remain outstanding.*

*The Lead Partner, GCVSPJC, and the Project Coordinator, METREX, wish to emphasise the importance of all InterMETREX partners in fulfilling their obligations to the project. The credibility of METREX as an initiator and promoter of future Interreg projects depends on the successful completion of existing projects. METREX Members will only be prepared to act as Lead Partners if this role is not seen to pose unacceptable financial and administrative burdens and risks*

## **6 METREX AGENDA AND PROGRAMME**

The consolidated METREX Agenda for the coming years 2008-2011 is attached as Appendix 2.

## **7 FINANCIAL REPORT, ACCOUNTS AND AUDIT FOR 2006**

### **7A/B Financial Report and Accounts and METREX audit for 2007**

The Secretary General reported that the financial situation of the Network had now improved with the completion of the two Interreg IIIC projects, InterMETREXplus (leading to the EUCO2 80/50 project Application under Interreg IVC) and the PolyMETREXplus project. Most of the co-funding for these projects had now been received together with about 50% of the 2008 METREX subscriptions.

However, the payment of the balance of subscriptions, due by 31 March 2008, remained important if the activities planned for the rest of the year, including the London Conference, were to be progressed without financial difficulty

The Secretary General also reported that the METREX Treasurer and Auditor, Olli Lahtinen of the City of Helsinki, had written to confirm that the auditing of the latter half of year 2007 indicated that the Network is slowly getting back to its feet financially and the normal tasks seem to have been dealt with in a proper way. The Managing Committee accepted this conclusion

However, the Treasurer also expressed reservations about the financial management of the Shanghai Study Visit and considered that any deficit should be carried by the Network. Those colleagues who cancelled within 30 days of departure should accept a financial obligation to contribute to any resulting deficit.

The detailed Study Visit accounts, attached to the Agenda Notes, showed that the total common operational costs amounted to €24.89k of which €17.2k was received from the 12 paying delegates. Alastair Wyllie and Xiaocun Ruan were non-paying Study Tour organisers. This left a deficit of €7.69k, which, if shared between the 12 delegates who withdrew within 30 days, would amount to €640 each.

The Secretary General suggested that the Managing Committee should accept the view of the Treasurer that the Network should meet the financial deficit. However, it was also suggested by the Secretary General that those delegates who cancelled should be invited to make a contribution of €640. The Managing Committee agreed to these suggestions

In response to views expressed at the Managing Committee, the Secretary General agreed to set out Guidelines for the management of future Study Visits. These are attached as Appendix 3

## **8 ANY OTHER BUSINESS**

### **8A Dates for Meetings/Conferences in 2007/2008 (see also item 6)**

The consolidated METREX Agenda for the coming years 2008-2011 is attached as Appendix 3.

The Secretary General (during the Amsterdam Meeting and on behalf of the Greater London Authority) invited colleagues to attend the METREX London Conference from 15-18 October on the theme of *Climate change/Urban change*. The Secretary General advised that Conference registration, through the METREX web site, would open on **Monday 16 June** and that the early booking of Conference hotel accommodation was advised. It is also possible that a Conference fee will be payable of the order of €400 or €160 day (see Appendix 4).

Most European member conference daily rates are in the range €100-250 a day. For example, IFHP Liverpool Conference 2008 €490 for 2.5 days ex hotel costs or €196 day, INTA Berlin Conference 2008 €742 for 3 days ex hotel costs or €247 a day, Isocarp Shanghai Conference 2008 €375 for 4 days ex hotel costs or €94 a day.

The provisional Budget for the London Conference is attached as Appendix 4. This is currently under discussion with colleagues in the Greater London Authority. The new Mayor has not yet had time to decide the extent to which the Conference can be co-funded.

### **8B Presidential election**

The METREX President will be elected at the METREX London Conference General Assembly on Saturday 18 October. The METREX Statutes and accompanying Regulations (see the METREX web site - Article 11) require that nominations for President should be made in writing to the Secretary General up to 3 months before a General Assembly, or by **Friday 18 July 2008**. Nominations also require to be supported, in writing, by one other METREX Member.

The Regulations indicate that a President may stand for a second term. This is an enabling provision.

The current President, Dr. Bernd Steinacher, Regionaldirektor of the Verband Region Stuttgart, has indicated to the Secretary General that he is willing to stand for a third 2 year term, that is, until the METREX Hamburg 2010 Conference General Assembly.

The Regulations do not specifically prohibit a President from standing for a third term and the Secretary General indicated to the Managing Committee that he would accept the nomination of the existing President unless any Member objected in writing, in which case the issue would have to be resolved by the London Conference General Assembly. In any event, the General Assembly may wish to consider and clarify the number of terms that a President can serve.

If more than one candidate is nominated then there will be an election at the London Conference General Assembly, in accordance with the Regulations (Article 11).

The Secretary General will formally notify all METREX Members of the above situation, by e-mail, in addition to including the issue, for information and consideration, in these Minutes

**Appendix 1 Short summary of the Expert Group and RINA networking meetings, in Amsterdam, on Wednesday 14 May 2008**

**RINA progress**

**1 Integrated territorial vision for the Po-Veneto area**

Regione Emilia-Romagna has published a progress report and is taking forward further action with the partners, possibly through Interreg IVB.

**2 Metropolitan spatial vision for Central Europe**

Continuing RINA action is envisaged.

**3 Polycentric cluster - Stuttgart/Strasbourg/Zurich**

Continuing RINA meetings are being arranged

**6 Gulf of Finland - Helsinki/St Petersburg/Tallinn**

A fully illustrated report on the Interface RINA has been published by Helsinki City Council. The RINA partnership intends to progress the Action Plan within the provisions of Interreg IVB.

**7A/B Corridor 1 - Euro-Mediterranean relations**

Regione Emilia-Romagna has published a progress report and is taking forward further action with the partners, possibly through Interreg IVB.

**8 North - South interface**

A fully illustrated report on the Interface RINA has been published by Helsinki City Council. The RINA partnership intends to progress the Action Plan within the provisions of Interreg IVB.

**9 Szczecin - Berlin corridor**

The RINA is concentrating on coordinated airport policy and transportation infrastructure provision. Services to the new Berlin-Brandenburg International Airport and Szczecin Airport will be coordinated and rationalised. Road and rail connections will be similarly coordinated.

## **Appendix 1 continued**

### **Expert Group progress**

Thierry Petit reported on the work of the Lisbon Indicators Group to the Managing Committee (see Agenda item 5D). IAURIF has also suggested the following topic for Expert Group consideration and this was explored at the networking meeting.

#### **1 Large firms Headquarters and related units**

A selective re-localisation movement from large firms HQ has been observed in the Paris region. Do colleagues they observe the same phenomenon, what consequences on their territories, which impact on their planning policies, especially the office real estate development policy?

Colleagues from Madrid, Stockholm, Athens, Oslo and Amsterdam reported comparable trends. Discussion followed on the costs and benefits of decentralisation generally, particularly with regard to the provision of infrastructure and public transport. There could be socio-economic benefits from the increased employment opportunities around the metropolitan periphery and from reduced central area congestion but disadvantages from reduced overall metropolitan accessibility to decentralised locations. Colleagues from Madrid raised the related issue of planning in a global economy where forward planning and planning in response to unforeseen demand can both be difficult.

It was concluded that there may be merit in holding a 1-2 day Expert Group Workshop on the issue of planning for uncertainty and decentralisation (from monocentricity to polycentricity), in Paris, with interested colleagues.

The METREX Secretariat and IAURIF agreed to prepare a scoping paper and to invite expressions of interest from METREX Members

## **Appendix 2 METREX Agenda**

### **Meetings, Conferences and Study Visits**

#### **2006**

#### **METREX Impressions**

10 year of METREX 1996-2016

Moscow International Seminar

Ongoing commitment to fulfill the obligations of the Protocol of Agreement and the Programme of Cooperation

#### **2007**

#### **METREX@50**

Introducing an international dimension to METREX affairs

Veneto (Vicenza) spring Meeting

Initiated EU neighbour contact with Istanbul and Alexandria

Zaragoza autumn Meeting

Theme - Water and Expo 2008

Shanghai Study Visit

Ongoing cooperation and exchange (see also EUCO2 80/50 project)

Hamburg Conference

Theme - Climate change

Washington DC (USA) Conference

Theme - Climate change

#### **2008**

Amsterdam spring Meeting

Theme - Innovative Regional Strategies

London autumn Conference

Theme - Climate change/Urban change

Launch of the Interreg IVC EUCO2 80/50 project

#### **2009**

Paris spring Meeting

Consideration of the EU Green Book on Territorial Cohesion

Wroclaw autumn Meeting

Santiago (Chile) Study Visit

#### **2010**

Baltic spring Meeting (Riga and Vilnius)

Conclusion of the EUCO2 80/50 project

Hamburg autumn Conference

St. Petersburg Study Visit (through Helsinki). Excursion to Tallinn

#### **2011**

Athens spring Meeting (provisional)

Theme - EU neighbours

Istanbul Study Visit (provisional)

## Appendix 2 continued

### METREX projects

#### InterMETREXplus

(Interreg IIIIC - Lead Partner  
Glasgow and the Clyde Valley)

Progressing the use of the  
**Benchmark** of effective metropolitan  
spatial planning practice.

Possible further consideration of the issue of  
integrated metropolitan strategies in relation to  
the EUCO2 80/50 project

#### PolyMETREXplus

(Interreg IIIIC - Lead Partner)  
Catalunya)

Progressing the 11 Representative  
Interregional Networking Activities  
(RINA) in the **Framework** report (Polycentricity  
and better European territorial balance)

#### EUCO2 80/50

(Interreg IVC - Lead Partner  
Hamburg)

Progressing the project when approved  
(September 2008) to its conclusion  
(December 2010)

Progressing US participation through the  
EU/USA cooperation Programme

Wider international dissemination of the project  
outcome (for example, to China).

Climate change/Urban change DVD and  
**Mitigation Manual** of effective metropolitan  
mitigation practice

### METREX Expert Groups

#### Major infrastructure

(Group Leader Stuttgart)

Berlin Workshop

#### Economic affairs

(Group Leader IAURIF)

Lisbon Indicators Report to be  
completed by partners

Paris Workshop on Metropolitan polycentric  
restructuring (decentralisation and its  
socio/economic and infrastructure implications)

## **Appendix 2 continued**

### **EU and international affairs**

#### **ESPON**

Participation in the ESPON 2007-2013 research Programme.

Prospective projects could include National expenditure and consumption comparisons and Polycentric governance

#### **EU Neighbourhood Policy**

See prospective METREX Athens Meeting to involve Minsk, Kiev, Chisinau, Odessa, Tunis and Rabat and 2006 Veneto (Vicenza) Meeting

#### **EU Territorial Agenda**

Advocacy of a metropolitan dimension to European affairs

Advocacy of a European Territorial Vision and Strategy with an ongoing process of stakeholder (including METREX) involvement

#### **International affairs**

See annual Study Visits

## Appendix 3

### METREX International Study Visits - Guidelines for prospective participants

#### Background

METREX Study Visits began in 2006 with the **Moscow International Seminar**. A delegation of 16 METREX colleagues, led by Silvana Sanlorenzo (Torino), and representing 11 metropolitan areas, was invited to Moscow by the Institute for the General Plan of Moscow for a 2 day Seminar. Travel costs were paid by the participating delegates and all costs in Moscow, including hotel costs, were met by the hosts. An important component of the Seminar was the exchange of very full Briefing papers on issues selected by the hosts. A full report of the Seminar was made by the METREX Secretariat (see [www.eurometrex.org](http://www.eurometrex.org)) and the outcomes reported to the METREX 2006 Szczecin Conference.

The Moscow Seminar was followed in 2007 by the **Shanghai Study Visit**. In this case the event was initiated by METREX through an Invitation for Expressions of Interest. 24 colleagues responded positively and on this basis an exploratory visit to Shanghai was undertaken by METREX, with support from Rotterdam City Council (Xiaocun Ruan). A Programme and Budget was prepared for prospective delegates and arrangements proceeded accordingly.

The delegation eventually comprised 16 colleagues led by the President and representing 7 metropolitan areas. The Shanghai Study Visit was intended to be wholly delegate funded, with no costs accruing to METREX other than those for the exploratory visit. Because of the late withdrawal of some delegates the Network was left with a deficit of some €8k of the €25k of common costs that were to be shared equally. A full report of the Seminar was made by the METREX Secretariat (see [www.eurometrex.org](http://www.eurometrex.org)) and the outcomes reported to the METREX Amsterdam Meeting. The financial outcome and accounts were presented to the Amsterdam Managing Committee meeting.

#### Experience from the Moscow and Shanghai events

Both events illustrate clearly the added value of METREX promoted or operated international exchanges. The cost of these events to delegates on a commercial basis would have been substantially more. The Shanghai Study Visit delegate cost for a fully serviced 5 day professional programme including all hotel, meals, tours, travel and high level host inputs was €2k or €400 a day. Shanghai hotel costs were €80 a night making a net cost of €320 a day. Small group Study Visits will always be more expensive than large Conferences because common costs cannot be shared so widely.

Study Visits might normally take 3-5 days to allow for a full exchange of views with hosts on a structured basis and for relevant site visits. The exchange of Briefing Papers in advance will help this process.

## **Guidelines for future METREX promoted Study Visits**

### **1 Funding**

METREX Study Visits will generally be financially self-funded by delegate fees with no residual costs to the Network as a whole. The Network will normally carry the costs of making the Programme and Budget arrangements, through the Secretariat, and of publishing and disseminating the outcomes. Hosts may offer hospitality and local travel/study tour and language facilities at no cost to delegates or all such costs may have to be shared.

### **2 Procedures**

Study Visits will normally be progressed in 8 stages

- 1 Inception and approval through the METREX Managing Committee
- 2 Draft Programme and Budget preparation by the Secretariat in consultation with the prospective hosts and supporting METREX Ambassador or Member
- 3 Call for Expressions of Interest circulated to Members by the Secretariat
- 4 Prospective delegation (minimum 10/maximum 20) confirmed in principle.  
Delegation Leader confirmed
- 5 Revised Programme and Budget circulated, possibly following an Arrangement visit by the Secretariat/Delegation Leader
- 6 Composition of delegation, Programme and Budget confirmed and agreed.  
Delegates committed to the costs involved, including their share of common costs
- 7 Payment of Study Visit deposits and fees in stages (hotel, meals, local travel, speaker/programme costs etc.)
- 8 Study Visit and feedback published and feedback to a METREX Meeting or Conference. Follow up action considered and initiated

### **3 Timetable**

Study Visits will normally follow the following timetable.

Year 1

- 1 METREX autumn Meeting. Study Visit inception and approval
- 2A Draft Programme and Budget before the Christmas break
- 2B Initial contact with prospective hosts
- 3 Call for Expressions of Interest before the Christmas break

Year 2

- 4 Prospective delegation and Leader confirmed in the New Year
- 5 Arrangement visit in the spring
- 6 Delegation, Programme and Budget confirmed. Delegate commitment to participation before the summer break
- 7 Payment of deposits and fees before the summer break
- 8 Study visit after the summer break and feedback to an autumn Meeting or Conference

<b>Appendix 4 - Provisional METREX London Conference costs</b>			
Activity	Number	Cost per head or item	Sub total costs £
<b>1 Wednesday evening Reception</b>			<b>1500</b>
Finger buffet and drinks	100	15	1500
<b>2 Friday evening dinner</b>			<b>4500</b>
Sit down buffet and drinks	150	30	
<b>3 Conference catering</b>			<b>9375</b>
Lunches/coffees etc. /daily delegate rate	150 @ 2 days	30	
	75 @ half day	5	
<b>4 Second team of interpreters</b>			<b>7500</b>
(METREX provides first team) FR DE IT ES	4 @ 2.5 days	750	
<b>5 Language services equipment</b>			<b>20000</b>
4 Interpretation booths		estimate	
150 headsets			
1 speaker mic			
4 top table mics			
2 roving mics			
<b>6 Friday Plenaries/Saturday MC</b>			
Hotel room hire?			
<b>7 Orientation visit</b>			<b>1000</b>
Coaches. 2 @ 70 delegates	2	500	
<b>8 Delegate packs</b>			<b>750</b>
Lanyards and packs	150	5	
<b>9 Contingency</b>			<b>2500</b>
<b>Total Conference costs</b>			<b>48625</b>
<b>Cost per delegate @ 150</b>	<b>150</b>		<b>324</b>
<b>Delegate cost in U @ 0.8</b>			<b>405</b>

## Appendix 5 - Sederunt

### METREX Managing Committee Amsterdam meeting

1 Alastair WYLLIE	METREX
2 Alberto LEBORIERO	Comunidad Madrid
3 Alberto MIOTTO	Regione Veneto
4 Alexander KOLONTAY	Moscow IHP
5 Carlos Zarzo HAMMA	Comunidad Madrid
6 Claudio TOLOMELLI	Regione Emilia-Romagna
7 Cliff HAGUE	UK ESPON Contact Point
8 Douglas GORDON	City of Helsinki
9 Eviita LEASK	Global Cities United (Moscow)
10 Ewa KURJATA	Szczecin Municipality
11 Francesca FRANZIN	Regione Veneto
12 Gabriele ENGEL	Metropolitan Region N?rnberg
13 Grahame BUCHAN	GCVSPJC
14 Hans HEDE	Stockholm County Council
15 Hans SMIT	DRO - Amsterdam
16 Jacek BARSKI	City of Wroclaw
17 Janis CLARKE	METREX
18 Jean BERREWAERTS	Brussels
19 Jim PARKE	METREX
20 Juliane KURSCHNER	City of Amsterdam
21 J?rgen LUDWIG	Verband Region Stuttgart
22 Jussi VUORINEN	METREX Ambassador
23 Klaus MANDEL	Verband Region Rhein-Neckar
24 Krysctof MICHALSKI	Szczecin Municipality
25 Magda SEGKOUNI	Thessaloniki
26 Markus EGERMANN	Leibnitz Institut
27 Martin AARTS	City of Rotterdam (ds+v)
28 Pando FERNANDES	Area Metropolitana Lisboa
29 Paul PECE	Baia Mare Metropolitan Area
30 Phil ROBINSON	Bournemouth BC
31 Reinhard HENKE	Frankfurt Region Planning Authority
32 Roger READ	METREX
33 Sergey TKACHENKO	Moscow IHP
34 Thierry PETIT	IAURIF
35 Tim PAGE	METREX
36 Vincent GOODSTADT	METREX
37 Xiaocun RUAN	City of Rotterdam (ds+v)